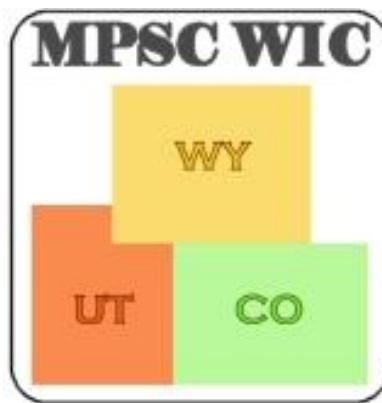

Mountain Plains States Consortium WIC System Project

DDI DELIVERABLE #07

SA 1 SYSTEM ADMINISTRATION SYSTEM- WIDE SCREENS DFDD

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:



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1 Authorization Keys

The Connect to NDT (Network Downtime) Server allows the user within a clinic to connect to a stand-alone database when the central server is not available if a computer within the clinic is designated as the network downtime server. If a computer has been designated, the synchronization process will be executed on a daily basis in order to keep this database accurate and timely.

Disconnected processing is invoked when an outage occurs where clinic staff are unable to access the central server. A clinic user activates the NDT Server by logging onto the computer containing the NDT Server and clicking the Connect to NDT Server checkbox. At that time a pop-up window displays requiring the user to enter an authentication key that is provided by the State Help Desk. After entry of the authentication key the clinic operates in disconnected mode. The clinic is not authorized to access the central server until an upload synchronization is performed to transmit data from the NDT Server to the central server.

The Authorization Keys Screen creates and assigns the authentication key required by the clinic to operate in disconnected mode due to circumstances stated above. The key is based on a sync key that changes every time an NDT server performs synchronization; therefore, the key is valid until the next sync is performed on the NDT server in question.

The "Forced Download" option on this screen is available when there is a computer that does not need to be synchronized, but needs current central server data to be downloaded to it. This option is normally used when a computer that has not been accessed for a long period of time needs to be used for the clinic's operations. When a "Forced Download" occurs, data that is downloaded overwrites any data on the computer receiving the data. This process is not associated with NDT processing.

Refer to the Detailed Technical Specifications Document (DTSD) for more detailed information on this process.

> *System-Wide Administration > Authorization Keys*

IA System Test - System Administration - NDT / Forced Download (Donna ...)

File Help

Get Key

Select Any One ☒ NDT ☐ Forced Download

Local Agency

Clinic

Instances

Instance:

Key:

Control	Description	
Get Key	Clicking the Get Key command button causes a key to be created for the logging in to the WIC application when required because of a forced upload/download.	
	Type	Command Button
	Hot Key	Alt + K
Select Any One - NDT or Forced Download	The radio button indicates whether the key is required for an NDT or Forced Download. NDT is used in clinics that normally run in connected mode.	
	Type	Radio Button
	Required	Yes
	DB Column	Not stored
Local Agency	The ID and Name of the Local Agency.	
	Type	List Box
	Required	Yes
	DB Column	LocalAgency.FFLocalAgencyID, LocalAgency.Name
	Code ID	LocalAgency table lookup
Clinic	The ID and Name of the Clinic within the LA selected.	
	Type	List Box
	Required	Yes, if NDT selected.
	DB Column	Clinic.FFClinicID, Clinic.Name
	Code ID	Clinic table lookup
Instances	The name of the computer.	
	Type	List Box
	Required	Yes, if Forced Download selected.
	DB Column	Clinic.NDTComputerName
	Code ID	Clinic table lookup

Control	Description			
Instance	The instance of the computer within the clinic that is designated as the network downtime server. The instance is the name of the installation of the Data Base Management System (DBMS).			
	Type	Text Box		
	Required	Yes, if NDT selected.		
	Length	NA		
	Validation	NA		
	Display Only	Yes. Will be blank if Forced Download is selected.	Calculated	No
	DB Column	Clinic.NDTInstanceNm		
Key	The Authorization Key created that is required by the clinic to operate in disconnected mode.			
	Type	Text Box		
	Required	NA		
	Length	4		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Not Stored		

Business Rules

1.

Developer Notes

1.

2 Broadcast Message Setup

This screen allows for the setup of a message that displays to all users for a specified time period. The message appears to users the first time they have accessed the server after the broadcast message start date and time. This would normally be used to notify users that the system was going down or for other types of messages that needed to be disbursed quickly. When the message is displayed, the User ID of the last staff person that modified the message will be shown below the message. Refer to the System Overview for an example of a displayed Broadcast Message.

> *System-Wide Administration > Broadcast Message Setup*

Broadcast Message Title System is going down tomorrow < 1 of 99 > New Edit Delete

Broadcast Message Title System is going down tomorrow

Start Date 11/15/2007 Start Time 9:00 AM

End Date 11/15/2007 End Time 10:00 AM

Broadcast Message The system will be going down tomorrow morning at 10:00 for system maintenance. Please make **SURE** you are logged out.

Control	Description			
New	Clicking the New command button allows a broadcast message to be added.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button allows the broadcast message to be edited.			
	Type	Command Button		
	Hot Key	Alt + T		
Delete	Clicking the Delete command button allows the broadcast message to be deleted.			
	Type	Command Button		
	Hot Key	Alt + D		
Broadcast Message Title	This is the record selector for the Broadcast message records. It contains the title of the broadcast message. The drop-down and spin control allow selection of records that do not have an end date and end time in the past.			
	Type	Record Selector		
	Contents	Text of Broadcast Message Title		
	DB Column	BroadcastMessage.Title		
Broadcast Message Title	This is the title for the broadcast message. It is not displayed when the message is broadcast.			
	Type	Text Box		
	Required	Yes		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	BroadcastMessage.Title		
Start Date	The date the broadcast message will begin appearing to users.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	BroadcastMessage.StartDtTm		

Control	Description			
Start Time	This is the time the broadcast message will begin appearing to users on the day selected.			
	Type	Text Box		
	Required	Yes		
	Length	8		
	Validation	Mask of hh:mm AM/PM		
	Display Only	No	Calculated	No
	DB Column	BroadcastMessage.StartDtTm		
End Date	The date the broadcast message will stop appearing to users.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	BroadcastMessage.EndDtTm		
End Time	The time the broadcast message will stop appearing to users on the day selected.			
	Type	Text Box		
	Required	Yes		
	Length	8		
	Validation	Mask of hh:mm AM/PM		
	Display Only	No	Calculated	No
	DB Column	BroadcastMessage.EndDtTm		
Broadcast Message	The broadcast message that will appear to the users the first time they have accessed the server after the broadcast message start date and time.			
	Type	Multi Line Text Box		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	BroadcastMessage.Body		

Control	Description		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the broadcast message record are displayed.		
	Type	Text Box	
	Required	No	
	Length	NA	
	Validation	Mask of 'firstname lastname mm/dd/yyyy'	
	Display Only	Yes	Calculated No
	DB Column	BroadcastMessage.ModifyStfpID + BroadcastMessage.ModifyDt	

Business Rules

1. Broadcast messages, described here, are for emergency use and will only be seen once during an active session by each user. If a user logs out of the system and back into the system within the timeframe that the broadcast message is active, the message will be displayed again. The broadcast message will be seen as a pop-up window to the user (refer to the System Overview for an image of the pop-up window). Other types of messages are described in the Messages section of this document.
2. Only messages that have not yet been broadcast can be updated or deleted. If the Start Date and Time is in the past, the Edit and Delete command buttons are disabled.
3. Only messages that have not yet expired (end date and end time) in the future are available in the broadcast message record selector.

Developer Notes

1. In order for the user to be able to format the message appropriately, the broadcast message field is created using the rich text box control and saved to the database as an ".rtf."

3 Clinics

3.1 Search

The Search screen provides functionality to search for clinics based on criteria entered. A wildcard character (%) may be used to search when a specific spelling is not known for the Clinic Name. Clicking the Search button on the search screen executes a search using the criteria provided. If more than one search criterion is entered, the criteria are joined by "and(s)" in the search statement.

> System-Wide Administration > Clinics > Search

Search Results

Clinic Name	Clinic ID	LA ID	Status
Ackley	17	38	Active
Adel	5	33	Active
Albia	9	53	Active
Algona	3	41	Active
Allison	18	41	Active
Altoona	52	31	Active
Ames	11	38	Active
Anamosa	7	35	Active
Ankeny	42	31	Active
Atlantic	2	48	Active
Audubon	8	33	Active
Avoca	5	52	Active
Bedford	9	37	Active

Control	Description			
Clinic ID	The ID of the local clinic.			
	Type	Text box		
	Required	No		
	Length	5		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	Clinic.FFClinicID		
Clinic Name	The name of the clinic.			
	Type	Text box		
	Required	No		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.Name		
Status	The status of the clinic, active or inactive. Defaults to active.			
	Type	List Box		
	Required	No		
	DB Column	Not stored		
	Code ID	See definition in Developer Notes.		
Local Agency ID	The Local Agency ID.			
	Type	Text box		
	Required	No		
	Length	2		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	Clinic.FFLocalAgencyID		
Search	Clicking the Search command button executes a search using the criteria provided. If more than one search criterion is entered, the criteria are joined by “and(s)” in the search statement.			
	Type	Command Button		
	Hot Key	Alt + S		

Control	Description			
Search Results	The Search Results grid displays the results, if any, of a completed search. The sort sequence of the Search Results grid is alphabetic by Clinic Name.			
	Type	Read-Only Data grid		
	Display Only	Yes	Calculated	No
Search Results - Clinic Name	A hyperlink to the Clinic Details screen. The screen will be displayed in edit mode. See the Clinic Details section of this document for details.			
	Type	Link		
Search Results - Clinic ID	The ID of the local clinic.			
	Type	Text box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.FFClinicID		
Search Results - LA ID	The Local Agency ID of local clinic.			
	Type	Text box		
	Required	NA		
	Length	2		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.FFLocalAgencyID		
Search Results - Status	The status of the clinic, active or inactive.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Not stored, see Developer Notes.		

Business Rules

1. The Search command button is the default command button (when enter key is pressed, the Search is performed).
2. Sort sequence of the Search Results grid is alphabetic by clinic name.
3. The use of a wild card character (%) as part of the Clinic Name search criterion allows

Business Rules

for broad searching. Ex: V% entered for Clinic Name would result in all Clinics that started with V. Ve% entered for Clinic Name would result in all Clinics that started with Ve.

Developer Notes

1. If the Clinic.StatusEffectiveDt is <= current date and the Clinic.StatusEndDt is null or is > current date, a clinic is considered to have a status of "Active," else, it is considered to be "Inactive."
2. The search results grid does not allow for user-specified column sorting.
3. To display the Local Agency name, retrieve the Local Agency from the Local Agency table using the Clinic.FFLocalAgencyID and retrieve the Local Agency Name.

3.2 New Clinic

Clicking the New Clinic leaf node in the System Administration navigation tree displays the Clinic Details screen described in the next section. The Clinic Details screen displays in edit mode with all fields blank when a new clinic is being added.

3.2.1 Clinic Details

The Clinic Details screen is used to maintain a clinic's contact information, including names, addresses, and phone numbers. The Address area of the screen is where physical and mailing address information for the clinic is maintained. A hyperlink to the "Transfer Families to New Clinic" is also available on this screen.

A "travel clinic" is one that WIC staff go to on occasion to service participants that are too far from one of the main clinics. They are typically quite small and often somewhat makeshift and are conducted in locations such as the basement of a church. The equipment often travels with the staff and is set up each time the clinic operates. Some travel clinics may function twice a week while others may only be open once a month or every other month.

Disconnected mode is when users connect to a local database (i.e. computer that has synchronized) because they do not have access to the Internet and therefore cannot reach the central server. The majority of travel clinics operate in disconnected mode.

> System-Wide Administration > Clinics > New Clinic **OR**

> System-Wide Administration > Clinics > Search (click on Clinic link in Search Results)

Clinic Name	Westside Clinic	Contact Title	Office Manager	Scheduler Time Scale	15	Minutes
Clinic ID	10992	Email Address	WestSideClinic@uaonline.com	Scale Type	<input type="button" value="v"/>	
Local Agency	2 South Fork <input type="button" value="v"/>	Business Phone Number	(614) 774-9009	Ext.	<input type="text"/>	
Contact Person	Mary Gates	Business Fax Number	(614) 889-2384	FI or EBT Stock Inventory Point	<input type="checkbox"/>	
		Effective Date	11/12/2006 <input type="button" value="v"/>	Download this clinic data to computers when synchronizing	<input type="checkbox"/>	
		End Date	<input type="button" value="v"/>			
<div>Links</div> <div>Transfer Families to New Clinic</div>						
<div>Operating Mode</div> <div>Travel Clinic <input type="checkbox"/> Clinic Runs in Disconnected Mode <input type="checkbox"/></div>						
<div>NDT Information</div> <div>Computer Name <input type="text"/> Instance Name <input type="text"/></div>						
<div>Auto-Dialer</div> <div>Use Auto-Dialer <input checked="" type="checkbox"/> Missed Appts <input checked="" type="checkbox"/> Future Appts <input checked="" type="checkbox"/> Days <input type="checkbox"/></div>						
Attention Name <input type="text"/>						
<div>Physical Address</div> <div>*Address Line 1 <input type="text"/></div> <div>Address Line 2 <input type="text"/></div> <div>Suite <input type="text"/></div> <div>*City <input type="text"/></div> <div>*State <input type="button" value="v"/></div> <div>*Zip Code <input type="text"/> (+4) <input type="text"/></div> <div>*County <input type="button" value="v"/></div> <div>Clinic Altitude <input type="button" value="v"/></div>				<div>Mailing Address</div> <div>Address Line 1 <input type="text"/></div> <div>Address Line 2 <input type="text"/></div> <div>Suite <input type="text"/></div> <div>P. O. Box <input type="text"/></div> <div>City <input type="text"/></div> <div>State <input type="button" value="v"/></div> <div>Zip Code <input type="text"/> (+4) <input type="text"/></div> <div>County <input type="button" value="v"/></div>		

Control	Description			
Clinic Name	The name of the clinic.			
	Type	Text box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.Name		
Clinic ID	The ID of the local clinic. It must be unique within a Local Agency.			
	Type	Text box		
	Required	Yes		
	Length	5		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	Clinic.FFClinicID		
Local Agency	The local agency to which the clinic belongs.			
	Type	List Box		
	Required	Yes		
	DB Column	LocalAgency.Name		
	Code ID	LocalAgency table lookup		
Contact Person	The name of the clinic's contact person.			
	Type	Text Box		
	Required	Yes		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.ContactNm		
Contact Title	The title of the clinic's contact person.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.ContactTitle		

Control	Description			
Email Address	The e-mail address of the clinic. The address must contain [@] and [.].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of xxx@xxx.xxx		
	Display Only	No	Calculated	No
	DB Column	Clinic.EmailAddress		
Business Phone Number	The clinic's 10-digit phone number, including area code. The first field is the area code. If the Default Area Code system parameter contains a value, that value is placed into the area code field by default. The second field is the phone number. Values cannot be keyed into the phone number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	Clinic.BusinessAreaCode, Clinic.BusinessPhoneNr		
	Ext.	The clinic's phone extension number.		
Type		Text Box		
Required		No		
Length		5		
Validation		Numeric and Complete		
Display Only		No	Calculated	No
DB Column		Clinic.BusinessPhoneExt		

Control	Description			
Business Fax Number	The clinic's 10-digit Fax number, including area code. The first field is the area code. If the Default Area Code system parameter contains a value, that value is placed into the area code field by default. The second field is the Fax number. Values cannot be keyed into the Fax number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	Clinic.FaxAreaCode, Clinic.FaxPhoneNumber		
Effective Date	The date the selected status becomes effective. Defaults to current date.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	Clinic.StatusEffectiveDt		
End Date	The date the selected status ends. When a value is entered into this control, the status of the clinic will automatically change to Deactivated. If a value is removed, the status will become Active.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	Clinic.StatusEndDt		
Scheduler Time Scale	The scheduler time scale is used for the schedule of a clinic. The time scale is used to display the time intervals displayed when the scheduler is opened for a clinic.			
	Type	Text Box		
	Required	Yes		
	Length	4		
	Validation	Numeric, Valid values (1 - 1440)		
	Display Only	No	Calculated	No
	DB Column	Clinic.ScheduleIntervalNr		

Control	Description			
Scale Type	The scale type (decimals, fractions, metric) used at the clinic.			
	Type	List Box		
	Required	No		
	DB Column	Clinic.ScalesUsedCd		
	Code ID	ScalesUsed This code element is non-editable. The installed values are: Fraction Decimal Metric		
FI or EBT Stock Inventory Point	A checkbox to indicate that the clinic maintains its own inventory for FI or EBT stock. If a clinic’s stock inventory is maintained by the local agency, this checkbox will not be selected.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Clinic.InventoryPointIn		
Download this clinic data to computers when synchronizing	A checkbox used to indicate that this is a computer to which the system should download clinic/agency data during synchronization. Since data for stationary clinics can be downloaded to computers, this checkbox does not indicate the clinic is a travel clinic.			
	Type	Checkbox		
	Required	No		
	DB Column	Clinic.ReplicateIn		
Transfer Families to New Clinic	A hyperlink to the Transfer Families to New Clinic pop-up window. It is not enabled if the current clinic does not have any families. See the Transfer Families to New Clinic Pop-Up Window section of this document for details.			
	Type	Link		
Operating Mode - Travel Clinic	A checkbox to indicate that the clinic always operates as a travel clinic. The value of this control determines if the schedule for this clinic is locked when in disconnected mode. If Travel Clinic is checked, then the Clinic Runs in Disconnected Mode check box is enabled.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Clinic.SatelliteIn		

Control	Description			
Operating Mode - Clinic Runs in Disconnected Mode	A checkbox to indicate that the clinic operates in disconnected mode. This control is enabled only when Travel Clinic is checked.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Clinic.DisconnectedClinicIn		
NDT Information - Computer Name	The name of the computer within the clinic that is designated as the network downtime server. Refer to the Authorization Keys section of this document for information on the use of this field.			
	Type	Text Box		
	Required	No		
	Length	100		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.NDTComputerNm		
NDT Information - Instance Name	The instance of the computer within the clinic that is designated as the network downtime server. The instance is the name of the installation of the Data Base Management System (DBMS). Refer to the Authorization Keys section of this document for information on the use of this field.			
	Type	Text Box		
	Required	No		
	Length	100		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.NDTInstanceNm		
Auto-Dialer – Use Auto-Dialer	A checkbox to indicate that the clinic uses the auto-dialer to call missed or future appointments. See the CS Clinic Services Interface with Auto Dialer DFDD for more information.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Clinic.AutoDialerIn		

Control	Description			
Auto-Dialer – Missed Appts	A checkbox to indicate that the clinic desires for the auto-dialer to call missed appointments the day after an appointment is missed. Disable until Auto-Dialer – Use Auto-Dialer is checked. Uncheck if Auto-Dialer – Use Auto-Dialer is unchecked. See the CS Clinic Services Interface with Auto Dialer DFDD for more information.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Clinic.AdMissedAptIn		
Auto-Dialer – Future Appts	A checkbox to indicate that the clinic desires for the auto-dialer to call future appointments a set number of days before the scheduled appointment. Disable until Auto-Dialer – Use Auto-Dialer is checked. Uncheck if Auto-Dialer – Use Auto-Dialer is unchecked. See CS Interfaces for more information.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Clinic.ADFutureApptIn		
Auto-Dialer - Days	This number indicates how many days in advance of an appointment the auto-dialer will call about an appointment. Disable until Auto-Dialer – Use Auto-Dialer is checked. Clear if Auto-Dialer – Use Auto-Dialer is unchecked. See the CS Clinic Services Interface with Auto Dialer DFDD for more information.			
	Type	Text Box		
	Required	No		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	Clinic.ADDaysNr		
Attention Name	An attention name that appears when the address is used on a letter or label. This name, if one exists, appears on a separate address line in the form Attn: [attention name].			
	Type	Text Box		
	Required	No		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.AttentionNm		

Control	Description			
Physical Address - Address Line 1	The first line of the clinic's physical address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.			
	Type	Text Box		
	Required	Yes – If no data in PO Box		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.PhysicalStreetAddrLine1		
Physical Address - Address Line 2	The second, optional line of the clinic's physical address. It cannot contain data if Address Line 1 is blank.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.PhysicalStreetAddrLine2		
Physical Address - Suite	The suite information of the clinic's physical address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.PhysicalSuite		
Physical Address - City	The City component of the clinic's physical address. The City must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the City, City is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible City value, the choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.PhysicalCity		

Control	Description			
Physical Address - State	The State field identifies the state of the clinic's physical address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	Yes		
	DB Column	Clinic.PhysicalState		
	Code ID	State table lookup		
Physical Address - Zip Code	The 5-digit ZIP Code of the clinic's physical address. The ZIP Code must be valid for the value entered in State. When a ZIP Code is entered, and no value exists in the City State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the possible choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	Clinic.PhysicalZipCode		
Physical Address - (+4)	The optional, 4-digit ZIP Code extension of the clinic's physical address.			
	Type	Text Box		
	Required	No		
	Length	4		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	Clinic.PhysicalZipPlus4		

Control	Description			
Physical Address - County	The county where the clinic is physically located. The County must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the County, County is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible County value, the possible choices are displayed to the user who must select the correct value.			
	Type	List Box		
	Required	Yes		
	DB Column	Clinic.PhysicalCountyNm		
	Code ID	County table lookup		
Physical Address – Clinic Altitude	This is the altitude of the clinic. When entered, this is used within Clinic Services to appropriately calculate blood risk levels due to altitude variation.			
	Type	List Box		
	Required	Yes		
	DB Column	Clinic.AltitudeCode		
	Code ID	Altitude This code element is non-editable. The installed values are: < 3000 ft 3000-3999 ft 4000-4999 ft 5000-5999 ft 6000-6999 ft 7000-7999 ft 8000-8999 ft 9000-9999 ft > = 10,000 ft		
Mailing Address - Address Line 1	The first line of the clinic's mailing address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.			
	Type	Text Box		
	Required	Yes – If no data in PO Box		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingStreetAddrLine1		

Control	Description			
Mailing Address - Address Line 2	The second, optional line of the clinic's mailing address. A value cannot be entered in this field if Address Line 1 is blank.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingStreetAddrLine2		
Mailing Address - Suite	The suite information of the clinic's mailing address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingSuite		
Mailing Address - P.O. Box	The Post Office Box number of the clinic's mailing address. Either Address Line 1 must contain a value or P.O. Box must contain a value in order to have a valid mailing address.			
	Type	Text Box		
	Required	Yes – If no data in address line 1		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingPOBox		
Mailing Address - City	The City component of the clinic's mailing address. The City must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the City, City is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible City value, the choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingCity		

Control	Description			
Mailing Address - State	The State field identifies the state of the clinic's mailing address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	Yes		
	DB Column	Clinic.MailingState		
	Code ID	State table lookup		
Mailing Address - Zip Code	The 5-digit ZIP Code of the clinic's mailing address. The ZIP Code must be valid for the value entered in State. When a ZIP Code is entered, and no value exists in the City State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the possible choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingZipCode		
Mailing Address - (+4)	The optional, 4-digit ZIP Code extension of the clinic's mailing address.			
	Type	Text Box		
	Required	No		
	Length	4		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	Clinic.MailingZipPlus4		

Control	Description			
Mailing Address - County	The county of the mailing address of the clinic. The County must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the County, County is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible County value, the possible choices are displayed to the user who must select the correct value.			
	Type	List Box		
	Required	Yes		
	DB Column	Clinic.MailingCountyNm		
	Code ID	County table lookup		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the clinic record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.ModifyStfpID + Clinic.ModifyDt		

Business Rules

1. An End Date cannot be entered if there are families assigned to the clinic. Display error.
2. The End Date cannot be in the future. Display error.
3. The End Date cannot precede the Effective Date. Display error.
4. Address Line 2 cannot be entered if Address Line 1 is blank (for both the Physical and Mailing addresses). Display error.

Developer Notes

1. The parameter "Default Area Code" will be used if a state has one area code. If the Default Area Code parameter contains a value, the area code field on every screen which has a family, participant, local agency, clinic, vendor, or referral organization phone number is filled with the Default Area Code value.
2. Tab order for address should go from Address Line 2 to the ZIP code field, then to Suite, PO Box, City (then continuing using standard tabbing sequencing). This tab order will allow the user to use the automatic ZIP code database that is incorporated in the data system. When more than one city or county is covered by the entered ZIP code, a pop-up window presents all cities or counties covered by the ZIP code for the user to select the appropriate ZIP code.
3. The code to be used for the email validation is:

Developer Notes

```
Dim ex As New Regex("^([\\w-\\.]+)@((\\[[0-9]{1,3}\\.[0-9]{1,3}\\.[0-9]{1,3}\\.|)(([\\w-\\.]|)\\.)([a-zA-Z]{2,4}|[0-9]{1,3})(\\?)$")
If Not ex.IsMatch(EmailAddress.Value) Then
    'It is invalid
End IF
```

3.2.1.1 Transfer Families to New Clinic Pop-Up Window

The Transfer Families to New clinic pop-up window is used to transfer all families from the clinic currently displayed on the clinic screen to the selected destination clinic. This function is used when a clinic is being closed or an existing clinic is being moved to a new location.



Control	Description	
Destination LA/Clinic	The clinic the family(ies) is/are being transferred to. It cannot be the same as the current clinic.	
	Type	List Box
	Required	Yes
	DB Column	Clinic.FFLocalAgencyID Clinic.FFClinicID
	Code ID	Clinic table lookup
Transfer All Families	Clicking the Transfer All Families command button closes the pop-up window and returns the user to the Clinic screen. All families in the Clinic displayed on the Clinic screen are reassigned to the Destination Clinic.	
	Type	Command Button
	Hot Key	Alt + L
Close	Clicking the Close command button closes the Transfer Families to New Clinic pop-up window and returns the user to the Clinic screen. No transfers are made.	
	Type	Command Button
	Hot Key	Alt + C

Business Rules

1. If Educator defined, make field blank on transfer of the family.
2. If BF Peer Counselor assigned, make field blank on transfer of the family.
3. When transfer processing is complete, display confirmation message.

Developer Notes

1. The current location of a family is stored in the table FamilyClinic. Clicking the transfer family button causes new records to be written to FamilyClinic. Additionally, end dates must be filled in for the 'old' Family Clinic records.

4 Error Messages

The Error Messages screen allows the user to view screen messages that are displayed throughout the system.

> *System-Wide Administration* > *Error Messages*

Error Codes/Numbers

Error Code / Number: 1000

Message Box Type: Error

Error Description / Message

Resolution / Escalation

Control	Description			
Error Codes / Numbers	This is the record selector for the system error records. It contains all of the error messages displayed throughout the WIC system.			
	Type	Record Selector		
	Contents	System error records		
	DB Column	Error.PublicErrorCd		
Error Code / Number	The error code or number that is displayed along with the error text to the user.			
	Type	Text Box		
	Required	NA		
	Length	4		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Error.PublicErrorCd		
Message Box Type	The type of message box displayed to the user. The values are Error, Information, Question and Warning.			
	Type	Text Box		
	Required	NA		
	Length	12		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Error.MessageBoxType		
Error Description / Message	The error description or message that is displayed along with the error number to the user.			
	Text displayed within {} are data variables that are replaced with context values when the message is displayed.			
	Type	Text Box		
	Required	NA		
	Length	2000		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Error.PublicErrorDc		

Control	Description		
Resolution / Escalation	The error resolution and/or escalation associated with the message. The resolution is marked as Self Explanatory when the message description fulfills the purpose. Escalation is described in the context of whether system technical support is required to resolve the error condition.		
	Type	Text Box	
	Required	NA	
	Length	2000	
	Validation	NA	
	Display Only	Yes	Calculated No
	DB Column	Error.Resolution	

Business Rules

1.

Developer Notes

1.

5 List Management

The List Management screen allows the user to view the list items of the drop-downs used throughout the system. It also allows the editing of items that permit editing.

> *System-Wide Administration > List Management*

List Name: Term Reason < 1 of 99 >

Description: Term Reason

Can Edit: Some

Add Row

Assigned Code	Description	Sort Order	Can Edit	Deactivate
FINC	Failure to provide income in 30 days	1	Yes	<input type="checkbox"/>
M	Moved out of state	2	Yes	<input type="checkbox"/>
INC	Over Income	3	Yes	<input type="checkbox"/>
REQ	Participant request	4	Yes	<input type="checkbox"/>
FI	No FI pickup for 3 months	7	Yes	<input type="checkbox"/>
NCC	Failed to Reapply	8	Yes	<input type="checkbox"/>
Q	Duplicate Record	9	Yes	<input type="checkbox"/>
ABU	Program abuse	10	Yes	<input type="checkbox"/>
W	Wait list/ lower priority	11	Yes	<input type="checkbox"/>
n	Personal	12	Yes	<input type="checkbox"/>

Control	Description			
List Name	This is the record selector for the List Management/Code Type records			
	Type	Record Selector		
	Contents	Code Type Records		
	DB Column	CodeType.ShortDc		
Description	The long description of the Code Types. This text describes where the list is used. If a list is used on more than one screen, that will be noted in this description.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CodeType.LongDc		
Can Edit	Indicates which, if any, rows in the List Values data grid are updateable. A value of "None" indicates that none of the codes for that code type can be edited (Sex for example). A value of "All" indicates that all of the codes for that code type can be edited (Breastfeeding Termination Reason for example). A value of "Some" indicates that some of the codes for that code type can be edited (Participant Termination Reason - Some termination reasons cannot be edited based on processes in the system that require a specific termination reason to be present; however, other termination reasons could be added that would not affect system processing).			
	Type	Text box		
	Required	NA		
	Length	4		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CodeType.CanEditCd		
List Values	The List Values data grid displays all list items in the selected list. A list must have at least one list item.			
	Type	Data Grid		
	Display Only	Yes	Calculated	No

Control	Description			
List Values - Assigned Code	The data that is saved in the database when the list box is picked.			
	Type	Text Box		
	Required	Yes, if Can Edit = Yes; else NA		
	Length	4		
	Validation	NA		
	Display Only	No when a New Row is being added; Yes when a row is being updated.	Calculated	No
	DB Column	Code.AssignedCd		
List Values - Description	The text of the list item; this is the text that is displayed on one line of the selected drop-down list.			
	Type	Text box		
	Required	Yes, if Can Edit = Yes; else NA		
	Length	50		
	Validation	NA		
	Display Only	No if Can Edit = Yes; Yes if Can Edit = No	Calculated	No
	DB Column	Code.LongDc		
List Values - Sort Order	The numeric digit(s) identifying the sequence of the list item in the displayed list.			
	Type	Text box		
	Required	No, if Can Edit = Yes; else NA		
	Length	Integer 4		
	Validation	Numeric		
	Display Only	No if Can Edit = Yes; Yes if Can Edit = No	Calculated	No
	DB Column	Code.DisplaySeqNr		

Control	Description			
List Values - Can Edit	Indicates whether the code can be edited (Yes or No).			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Code.CanEditIn		
List Values - Deactivate	A check box used to indicate a Code Value was deactivated. Deactivated code values are not displayed throughout the system.			
	Type	Checkbox		
	Display Only	No if Can Edit = Yes; Yes if Can Edit = No	Calculated	No
	DB Column	Code.Status		
Add Row	Clicking the Add Row button opens up a blank row in the grid for editing.			
	Type	Command Button		
	Hot Key	Alt + A		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the code record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	Code.ModifyStfpID + Code.ModifyDt		

Business Rules

1. If CodeType.CanEditCd (Can Edit) = "None," the Add Row command button is disabled.
2. Display Error if "List Values - Assigned Code" is not unique within each code type.
3. The sort order does not have to be unique.

Developer Notes

1. There are three possible values for the "Can Edit Indicator": "All", "None", or "Some"

Developer Notes

If the CanEditCd is set to "All" then all of the codes can be edited. If the CanEditCd is set to "None", then none of the codes can be edited. If the CanEditCd is set to "Some" then refer to the CanEditIn on the code to determine if the code can be edited.

2. If "Can Edit" equals "All," set the "List Values - Can Edit Indicator" (Code.CanEditIn) to "Yes" (true) when a new row has been added by the user.
3. If "Can Edit" equals "Some," set the "List Values - Can Edit Indicator" (Code.CanEditIn) to "Yes" (true) for any new rows added by the user.
4. If Code.CanEditIn (List Values - Can Edit Indicator) = True (1), display "Yes"; else display "No."

6 Local Agencies

6.1 Search

The Search screen provides functionality to search for local agencies based on criteria entered. A wildcard character (%) may be used to search when a specific spelling is not known for the Local Agency Name. Clicking the Search button executes a search using the criteria provided. If more than one search criterion is entered, the criteria are joined by "and(s)" in the search statement.

> System-Wide Administration > Local Agencies > Search

Local Agency ID Status **Active**

Local Agency Name

Search

Search Results

Local Agency Name	Local Agency ID	Status
American Home Finding	46	Active
Broadlawn WIC Office, River Plaza	31	Active
Community Action of Southeast Iowa	45	Active
Community Health Services of Marion County	53	Active
Community Opportunities	33	Active
Hawkeye Area Community Action Program (HACAP)	34	Active
Hillcrest Family Services	35	Active
Johnson County Public Health	51	Active
MATURA Action Corporation	37	Active
Mid-Iowa Community Action	38	Active
Mid-Sioux Opportunity	39	Active
New Local Agency	61	Active
North Iowa Community Action	41	Active

Control	Description			
Local Agency ID	The local agency ID.			
	Type	Text Box		
	Required	No		
	Length	2		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
Local Agency Name	The name of the local agency.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.Name		
Status	The status of the local agency, defaults to Active.			
	Type	List Box		
	Required	No		
	DB Column	LocalAgency.Status		
	Code ID	Record Status		
Search	Clicking the Search button executes a search using the criteria provided. If more than one search criterion is entered, the criteria are joined by "and(s)" in the search statement.			
	Type	Command Button		
	Hot Key	Alt + S		
Search Results	The Search Results grid displays the results, if any, of a completed search. The sort sequence of the Search Results grid is alphabetical by Agency Name. The Local Agency Name field is a link, highlighted and underlined to the Local Agency screen.			
	Type	Data grid		
	Display Only	Yes	Calculated	No

Control	Description			
Search Results - Local Agency Name	The name of the local agency.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.Name		
Search Results - Local Agency Name	A hyperlink to the Local Agency Details screen. The screen will be displayed in edit mode. See the Local Agency Details section of this document for details.			
	Type	Link		
Search Results - Local Agency ID	The local agency ID.			
	Type	Text box		
	Required	NA		
	Length	2		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
Search Results - Status	The status of the local agency, Active or Inactive.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.Status		
	Code ID	Record Status		

Business Rules

1. Local Agencies are sorted in the search results grid by Agency Name.
2. The Search command button is the default command button (when enter key is pressed, the Search is performed).

Business Rules

3. The use of a wild card character (%) as part of the Local Agency Name search criterion allows for broad searching. Ex: V% entered for Local Agency Name would result in all Local Agencies that started with V. Ve% entered for Local Agency Name would result in all Local Agencies that started with Ve.

Developer Notes

1. The search results grid does not allow for user-specified column sorting.

6.2 New Local Agency

Clicking the New Local Agency leaf node in the System Administration navigation tree displays the Local Agency Details screen described in the next section. The Local Agency Details screen displays in edit mode with all fields blank when a new local agency is being added.

6.2.1 Local Agency Details

The Local Agency Details screen is used to maintain all the information for a local agency. This includes data such as local agency name, ID, contact information, address and the status of the local agency. A list of all the clinics that belong to the local agency can be viewed on this screen as well.

> *System-Wide Administration > Local Agencies > New Local Agency* **OR**

> *System-Wide Administration > Local Agencies > Search (click on Local Agency link in Search Results)*

The screenshot displays the 'Local Agency Details' screen in edit mode. The form is divided into two main sections. The left section contains fields for agency identification and contact information, while the right section contains address and location details. Below the form is a table listing associated clinics.

Form Fields:

- *Local Agency Name: Broadlawns WIC Office
- *Local Agency ID: 31
- *Contact Person: Phil Progar
- Contact Title: Local Agency Manager
- LA Retail Coordinator: Carol Weavill
- *Business Phone Number: (814) 112-1029
- Ext.: 112
- Business Fax Number: (814) 223-9909
- Email Address: LocalAgency@comcast.net
- BF PC: ☒
- Deactivate: ☐
- Attention Name: Phil Progar
- *Address Line 1: 123 Main Street
- Address Line 2:
- Suite:
- P. O. Box:
- *City: Boulder
- *State: Colorado
- *Zip Code: 19880 (+4)
- *Country: CO County

Clinics Table:

Clinic ID	Clinic Name	Status
1	River Plaza	Active
42	Ankeny	Active
52	Altoona	Active
71	West Des Moines	Active
81	Lutheran	Active
99	Network Downtime Clinic	Active

Control	Description			
Local Agency Name	The Local Agency name.			
	Type	Text box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.Name		
Local Agency ID	The Local Agency ID.			
	Type	Text Box		
	Required	Yes		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
Contact Person	The name of the contact person for the local agency.			
	Type	Text Box		
	Required	Yes		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.ContactNm		
Contact Title	The title of the local agency's contact person.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.ContactTitle		

Control	Description			
LA Retail Coordinator	The name of the Local Agency Retail Coordinator (LARC).			
	Type	Text Box		
	Required	No		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.RetailCoordinator		
Business Phone Number	The local agency's 10-digit phone number, including area code. The first field is the area code. If the Default Area Code system parameter contains a value, that value is placed into the area code field by default. The second field is the phone number. Values cannot be keyed into the phone number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	Yes		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.BusinessAreaCode, LocalAgency.BusinessPhoneNr		
Ext.	The local agency's phone extension number.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.BusinessPhoneExt		

Control	Description			
Business Fax Number	The local agency's 10-digit Fax number, including area code. The first field is the area code. If the Default Area Code system parameter contains a value, that value is placed into the area code field by default. The second field is the Fax number. Values cannot be keyed into the Fax number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.FaxAreaCode, LocalAgency.FaxPhoneNumber		
Email Address	The e-mail address of the local agency. The address must contain [@] and [.].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.EmailAddress		
BF PC	A check box used to indicate that BF PC (Breastfeeding Peer Counselors) are available in the local agency. When this is marked, then BF PC questions are displayed in the assessments/ interviews.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.BFPCIn		

Control	Description			
Deactivate	A check box used to indicate a local agency is no longer active. When selected, all fields are disabled (except for the Deactivate checkbox).			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.Status		
Attention Name	An attention name that appears when the address is used on a letter or label. This name, if one exists, appears on a separate address line in the form Attn: [attention name].			
	Type	Text Box		
	Required	No		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.AttentionNm		
Address Line 1	The first line of the local agency's address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.			
	Type	Text Box		
	Required	Yes – If no data in PO Box		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.StreetAddrLine1		
Address Line 2	The second, optional line of the local agency's address. It cannot contain data if Address Line 1 is blank.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.StreedAddrLine2		

Control	Description			
Suite	The suite information of the local agency's address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.Suite		
P.O. Box	The Post Office Box number of the local agency's address. Either Address Line 1 must contain a value or P.O. Box must contain a value in order to have a valid mailing address.			
	Type	Text Box		
	Required	Yes – If no data in address line 1		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.POBox		
City	The City component of the local agency's address. The City must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the City, City is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible City value, the choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.City		
State	The State field identifies the state of the local agency's address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	Yes		
	DB Column	LocalAgency.State		
	Code ID	LocalAgency table lookup		

Control	Description			
Zip Code	The 5-digit ZIP Code of the local agency’s address. The ZIP Code must be valid for the value entered in State. When a ZIP Code is entered, and no value exists in the City State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the possible choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.ZipCode		
(+4)	The optional, 4-digit ZIP Code extension of the local agency’s address.			
	Type	Text Box		
	Required	No		
	Length	4		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.ZipPlus4		
County	The county where the local agency’s office is located. The County must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the County, County is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible County value, the possible choices are displayed to the user who must select the correct value.			
	Type	List Box		
	Required	Yes		
	DB Column	LocalAgency.CountyNm		
	Code ID	County table lookup		
Clinics	The Clinics data grid displays a list of all clinics (inactive and active) belonging to the selected agency. The sort sequence of the data grid is by Clinic ID.			
	Type	Data Grid		

Control	Description			
Clinic ID	The ID of the local clinic.			
	Type	Text box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.FFClinicID		
Clinic Name	The name of the clinic.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.Name		
Status	The status of the clinic, active or inactive.			
	Type	Text box		
	Required	NA		
	Length	8		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Not Stored (see Dev Note 4)		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last record update are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.ModifyStfpID + LocalAgency.ModifyDt		

Business Rules

1. Local Agency ID must be unique within the system. Display error.
2. When the local agency is deactivated, all fields (except for the deactivate checkbox) are disabled.

Developer Notes

1. The code to be used for the email validation is:

```
Dim ex As New Regex("^[\\w-\\.]+)@((\\[[0-9]{1,3}\\.[0-9]{1,3}\\.[0-9]{1,3}\\.|)\\((\\w-
]+\\.)+))([a-zA-Z]{2,4}|[0-9]{1,3})(\\?)$")
If Not ex.IsMatch(EmailAddress.Value) Then
    'It is invalid
End IF
```
2. The parameter "Default Area Code" will be used if a state has one area code. If the Default Area Code parameter contains a value, the area code field on every screen which has a family, participant, local agency, clinic, vendor, or referral organization phone number is filled with the Default Area Code value.
3. Tab order for address should go from Address Line 2 to the ZIP code field, then to Suite, PO Box, City (then continuing using standard tabbing sequencing). This tab order will allow the user to use the automatic ZIP code database that is incorporated in the data system. When more than one city or county is covered by the entered ZIP code, a pop-up window presents all cities or counties covered by the ZIP code for the user to select the appropriate ZIP code.
4. The Clinic Status is based on the Clinic.StatusEffectiveDt and the Clinic.StatusEndDt. The clinic is 'active' if the Clinic.StatusEffectiveDt is <= current date and the Clinic.StatusEndDt is null or is > current date.

System Parameter	Purpose	Format
System.DefaultAreaCode	Provides the statewide area code. This parameter is used if a state has only one area code. If the Default Area Code parameter contains a value, the area code field on every screen which has a family, participant, local agency, clinic, vendor, or referral organization phone number is autopopulated with the Default Area Code value. See Developer Note 2.	Integer

7 Messages

The Messages screen is used to post messages which are viewed by all users statewide. Messages are posted in Sys Admin and viewed by users via the System tab on the Information panel. When the message is displayed, the User ID of the last staff person that modified the message will be shown below the message.

> *System-Wide Administration* > *Messages*

Messages Support Staff Message < 1 of 99 > New Edit Delete

*Title Support Staff Message

*Category Notification

Functional Area Clinic Services

High Priority ☒

*Posted Date 03/22/2007 Expiration Date 03/22/2007

*Message

Control	Description			
New	Clicking the New command button opens up a blank message record. Cursor is on the Title field.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button allows editing to be done on the message record.			
	Type	Command Button		
	Hot Key	Alt + T		
Delete	Clicking the Delete command button deletes the current message.			
	Type	Command Button		
	Hot Key	Alt + D		
Messages	This is the record selector for the system messages records.			
	Type	Record Selector		
	Contents	The titles of all unexpired messages.		
	DB Column	Message.Title		
Title	The title of the selected message.			
	Type	Text box		
	Required	Yes		
	Length	40		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Message.Title		
Category	The category of the message (Notification, Formula for examples).			
	Type	List Box		
	Required	Yes		
	DB Column	Message.CategoryCd		
	Code ID	Message Category		

Control	Description			
Functional Area	The area of the system the error relates to (Clinic Services, Vendor Management for examples).			
	Type	List Box		
	Required	Yes		
	DB Column	Message.BusinessServiceCd		
	Code ID	Business Service This code element is non-editable. The installed values are: System-Wide Clinic Services Scheduler Vendor Management Operations Finance Food Management System Administration		
High Priority	A check box used to indicate a message has a high priority. High priority messages are displayed in red text on the recipient's screens.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Message.HighPriorityIn		
Posted Date	The date that a message was posted.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	Message.PostedDt		
Expiration Date	The date that the message will no longer be displayed on the System tab.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	Message.ExpirationDt		

Control	Description			
Message	The text of the message that will be displayed.			
	Type	Text box		
	Required	Yes		
	Length	1000		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Message.Body		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the message record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	Message.ModifyStfpID + Message.ModifyDt		

Business Rules

1. Posted date cannot be a date in the past. Display error.
2. Expiration date cannot be before posted date. Display error.

Developer Notes

- 1.

8 System Parameters

The System Parameters screen allows the user to manage the system parameters.

> *System-Wide Administration* > *System Parameters*

The screenshot displays the 'System Parameters' interface. At the top, a 'Parameter Name' dropdown is set to 'Batch.NumberofDaysBeforeArchivingRedeemedFIData'. Navigation controls show '1 of 99' parameters, with left and right arrows and an 'Edit' button. Below this, the 'Parameter Type' is 'Integer' and 'Can Edit' is 'Yes'. A 'Description' field states: 'The number of days before redeemed FI check data is archived by a batch process.'

A 'Data' section is enclosed in a dashed box, containing input fields for various parameter settings:

Data	
Integer	180
Integer Min	
Integer Max	
Decimal	
Decimal Min	
Decimal Max	
Character	

Control	Description			
Edit	The Edit command button is used to update the system parameter. Clicking the Edit button enables all data fields on the system parameters if Can Edit = Yes.			
	Type	Command Button		
	Hot Key	Alt + T		
Parameter Name	This is the record selector for the system parameter records. It contains all of the parameters in the WIC system.			
	Type	Record Selector		
	Contents	System parameter records		
	DB Column	SystemParameter.Name		
Parameter Type	The type of parameter (Integer, Integer Pair, Character, Decimal or Decimal Pair).			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SystemParameter.ParameterTypeCd		
	Code ID	Parameter Type This code element is non-editable. Installed values are: Integer Integer Pair Character Decimal Decimal Pair		
Can Edit	Indicates if parameter can be edited.			
	Type	Text Box		
	Required	NA		
	Length	1		
	Validation	1 Displays as Yes/0 Displays as No		
	Display Only	Yes	Calculated	No
	DB Column	SystemParameter.CanEditIn		

Control	Description			
Description	The description of the system parameter.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SystemParameter.Description		
Data - Integer	The value of the Integer when the parameter type is Integer.			
	Type	Text box		
	Required	No		
	Length	Integer 4		
	Validation	Numeric		
	Display Only	No, if Parameter Type = Integer	Calculated	No
	DB Column	SystemParameter.Integer		
Data - Integer Min	The value of the Integer Min when the parameter type is Integer Pair.			
	Type	Text box		
	Required	No		
	Length	Integer 4		
	Validation	Numeric		
	Display Only	No, if Parameter Type = Integer Pair	Calculated	No
	DB Column	SystemParameter.PairMin		

Control	Description			
Data - Integer Max	The value of the Integer Max when the parameter type is Integer Pair.			
	Type	Text box		
	Required	No		
	Length	Integer 4		
	Validation	Numeric		
	Display Only	No, if Parameter Type = Integer Pair	Calculated	No
	DB Column	SystemParameter.PairMax		
Data - Decimal	The value of the Decimal when the parameter type is Decimal.			
	Type	Text box		
	Required	No		
	Length	Decimal 9,2		
	Validation	Numeric		
	Display Only	No, if Parameter Type = Decimal	Calculated	No
	DB Column	SystemParameter.Decimal		
Data - Decimal Min	The value of the Decimal Min when the parameter type is Decimal Pair.			
	Type	Text box		
	Required	No		
	Length	Decimal 9,2		
	Validation	Numeric		
	Display Only	No, if Parameter Type = Decimal Pair	Calculated	No
	DB Column	SystemParameter.PairMin		

Control	Description			
Data - Decimal Max	The value of the Decimal Max when the parameter type is Decimal Pair.			
	Type	Text box		
	Required	No		
	Length	Decimal 9,2		
	Validation	Numeric		
	Display Only	No, if Parameter Type = Decimal Pair	Calculated	No
	DB Column	SystemParameter.PairMax		
Data - Character	The value of the Character when the parameter type is Character.			
	Type	Text box		
	Required	No		
	Length	70		
	Validation	NA		
	Display Only	No, if Parameter Type = Character	Calculated	No
	DB Column	SystemParameter.Character		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the system parameter record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	SystemParameter.ModifiedStfpID + ModifiedDt		

Business Rules

1. Decimal Max cannot be < Decimal Min. Display error.
2. Integer Max cannot be < Integer Min. Display error.
3. Any Integer, Integer Pair, Decimal or Decimal Pair that does not have a value entered in the corresponding Data field will default to zero.

Developer Notes

1. If the Parameter Type = Integer, only the "Data - Integer" field is enabled.
2. If the Parameter Type = Integer Pair, only the "Data - Integer Min" and "Data - Integer Max" fields are enabled.
3. If the Parameter Type = Decimal, only the "Data - Decimal" field is enabled. If an integer is entered, two decimal places with a value of "00" will be saved.
4. If the Parameter Type = Decimal Pair, only the "Data - Decimal Min" and "Data - Decimal Max" fields are enabled.
5. If the Parameter Type = Character, only the "Data - Character" field is enabled.

9 System Monitoring

9.1 System Monitoring - Active Sessions

The Active Sessions is a view-only screen which allows the user to view all active sessions.

> System-Wide Administration > System Monitoring > Active Sessions

IA System Test - System Administration - State Office - Active Sessions (D...)

File Help

Refresh

First Logon Date: 11/13/2006 01:21 PM Last Activity Date: 11/13/2006 01:40 PM Total Active Sessions: 1

Total Unique Users: 1 Show Number of Sessions Active in the Last 15 Mins.: 0

User ID	Synchronization	Status	LA ID/Clinic	Logon Date	Last Activity Date
jephilips	No	Active	33 - 6 Clinic 6	11/13/2006 01:21 PM	11/13/2006 01:40 PM
dichards	No	Inactive	36 - 1 Clinic 1	11/13/2006 01:43 PM	11/13/2006 01:54 PM
dichards	No	Inactive	36 - 1 Clinic 1	11/13/2006 01:58 PM	11/13/2006 02:13 PM
dichards	No	Active	36 - 1 Clinic 1	11/13/2006 02:16 PM	11/13/2006 02:21 PM

Control	Description			
Refresh	The Refresh command button queries the system and updates all data fields. Number of Sessions Active in the Last [number] Mins: is recalculated using the number of minutes that was displayed before the refresh was selected. The [number] is redisplayed with value used in recalculation.			
	Type	Command Button		
	Hot Key	None		
First Logon Date	The logon datetime stamp of the active session which has been active the longest.			
	Type	Text box		
	Required	NA		
	Length	19		
	Validation	Mask of mm/dd/yyyy/ hh:mm AM/PM		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.InsertDt		
Last Activity Date	The datetime stamp of the active session which has the most recent activity.			
	Type	Text box		
	Required	NA		
	Length	19		
	Validation	Mask of mm/dd/yyyy/ hh:mm AM/PM		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.ModifyDt		
Total Active Sessions	The total number of active sessions in the WIC system. This includes computers while they are being synchronized. The current user's session is not counted.			
	Type	Text box		
	Required	NA		
	Length	10		
	Validation	Numeric		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		

Control	Description			
Total Unique Users	The total number of unique users currently logged into the system. The current user is not counted.			
	Type	Text box		
	Required	NA		
	Length	10		
	Validation	Numeric		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
Show	The Show command button queries the system to determine the number of sessions that are active and have had some kind of activity in the last [number] minutes and displays the result in Number of Sessions Active in the Last [number] Mins.:.			
	Type	Command Button		
	Hot Key	Alt + O		
[number]	The number of minutes to be used when calculating the Number of Sessions Active in the Last [number] minutes. Defaults to 15.			
	Type	Text box		
	Required	No		
	Length	3		
	Validation	Numeric		
	Display Only	No	Calculated	Yes
	DB Column	NA		
Number of Sessions Active in the Last [number] Mins.:	The total number of sessions that have been active in the last specified number of minutes and are still currently active.			
	Type	Text box		
	Required	NA		
	Length	10		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		

Control	Description			
Active Sessions	The Active Sessions data grid displays information regarding each active session. The data is sorted by logon date, descending.			
Active Sessions - UserID	The User ID of the user who is currently logged in the active session.			
	Type	Text box		
	Required	NA		
	Length	60		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.Stfp_ID		
Active Sessions - Synchronization	Indicates that the computer is logged on for a synchronization session and thus timeouts are not allowed.			
	Type	Text box		
	Required	NA		
	Length	1		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.PreventTimeoutIn		
Active Sessions - Status	The status of the session. Statuses other than Active may be displayed if the batch job has not cleaned them out.			
	Type	Text box		
	Required	NA		
	Length	1		
	Validation	Active/Inactive		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.Status		

Control	Description			
Active Sessions LA ID/ Clinic	The LA and Clinic where the user is currently logged on.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	99-99999		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.FFLocalAgencyID + Clinic.FFClinicID + Clinic.ClinicName		
Active Sessions - Logon Date	The datetime stamp the user logged on in the current session.			
	Type	Text box		
	Required	NA		
	Length	19		
	Validation	Mask of mm/dd/yyyy hh:mm AM/PM		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.InsertDt		
Active Sessions - Last Activity Date	The datetime stamp of the user’s last activity in the current session.			
	Type	Text box		
	Required	NA		
	Length	19		
	Validation	Mask of mm/dd/yyyy hh:mm AM/PM		
	Display Only	Yes	Calculated	No
	DB Column	ActiveSession.ModifyDt		

Business Rules

1. When determining active sessions, the current user is not counted.

Developer Notes

1. The First Logon Date is derived by finding the ActiveSession.InsertDt that is the oldest.
2. The Last Activity Date is derived by finding the ActiveSession.ModifyDt that is the most recent.
3. Total Active Sessions is the number of active User IDs where ActiveStatus.Status = "A."
4. Total Unique Users is the number of unique ActiveSession.Stfp_IDs found in the Total Active Sessions.

Developer Notes

5. The User ID is displayed using the ActiveSession.Stfp_ID and retrieving the StaffPerson.UserID from the Staff Person table.
6. The Clinic ID displayed in the LA - Clinic ID field is determined using the ActiveSession.Cln_id and retrieving the Clinic.FFClinicID from the Clinic table. The Local Agency (LA) is retrieved using the Clinic.FFLocalAgencyID from the Clinic Table and retrieving the Agency ID from the Local Agency table.
7. If ActiveSession.Status = "A," display Active in the grid; if "D," display Inactive.
8. The Number of Sessions Active in the Last [number] Mins.: is the number of sessions that have been active (some kind of activity) within the last [number] of minutes: ActiveSession.Status = "A" and ActiveSession.ModifyDt is in the following timeframe: Current datetime minus [number] of minutes.

9.2 System Monitoring - Error Logs

The Error Logs screen allows the user to view the system error log.

> *System-Wide Administration > System Monitoring > Error Logs*

Error Log Search

LA/Clinic: 31 - 1 River Plaza

User ID:

Start Date: 05/16/2006

End Date: __/__/__

Computer Name:

Group ID:

DB Source:

Errors	Details	Group ID	User ID	Clinic Name	Error Date	Computer Name	DB Source	Error Type
Details	2829296	cweavill	River Plaza	11/13/2006	HARR9484	PSEVER93\IA	CustomClientApp	
Details	2829096	jmcassl	River Plaza	11/09/2006	HARR9665	PSEVER93\IA	CustomClientApp	
Details	2828496	eroepsch	River Plaza	10/16/2006	HARR9536	PSEVER93\IA	CustomClientApp	
Details	2492971	braju	River Plaza	10/10/2006	HARR9498	PSEVER93\IA	CustomClientDataPortal	
Details	2828294	braju	River Plaza	10/10/2006	PSEVER94	PSEVER93\IA	CustomWebServices	
Details	2492970	braju	River Plaza	10/10/2006	HARR9498	PSEVER93\IA	CustomClientDataPortal	
Details	2828293	braju	River Plaza	10/10/2006	PSEVER94	PSEVER93\IA	CustomWebServices	
Details	2492969	braju	River Plaza	10/10/2006	HARR9498	PSEVER93\IA	CustomClientDataPortal	
Details	2828292	braju	River Plaza	10/10/2006	PSEVER94	PSEVER93\IA	CustomWebServices	
Details	2827702	sspencer	River Plaza	10/09/2006	HARR9504	PSEVER93\IA	CustomClientDataPortal	
Details	2827701	sspencer	River Plaza	10/09/2006	HARR9504	PSEVER93\IA	CustomClientDataPortal	
Details	2827700	sspencer	River Plaza	10/09/2006	HARR9504	PSEVER93\IA	CustomClientDataPortal	
Details	2827699	sspencer	River Plaza	10/09/2006	HARR9504	PSEVER93\IA	CustomClientDataPortal	

Control	Description			
Load/Refresh	The Load/Refresh command button queries the system and updates the Errors data grid. If a date range is provided in the Start Date and End Date fields, the results are limited to errors occurring in that date range.			
	Type	Command Button		
	Hot Key	Alt + L		
LA/Clinic	The clinic to use in the error log search.			
	Type	List Box		
	Required	No		
	DB Column	Clinic.FFLocalAgencyID Clinic.FFClinicID Clinic.Name		
	Code ID	Clinic table lookup		
User ID	The User ID to use in the error log search.			
	Type	Text Box		
	Required	No		
	Length	60		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.UserID		
Start Date	The beginning date of the time span for which errors are displayed in the Error Log data grid.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	ErrorLog.InsertDt		
End Date	The end date of the time period for which errors should be displayed in the Errors data grid.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	ErrorLog.InsertDt		

Control	Description			
Computer Name	The computer in use when the error occurred.			
	Type	Text Box		
	Required	No		
	Length	100		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ErrorLog.Computer		
DB Source	The data base in use when the error occurred.			
	Type	Text Box		
	Required	No		
	Length	255		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ErrorLog.DBSource		
Group ID	The group that the system grouped the errors related to one instance of the error occurrence into.			
	Type	Text Box		
	Required	No		
	Length	Integer 7		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	ErrorLog.FFIDGrouping		
Errors	The Errors data grid lists all errors for the system between the start and end dates. The records in the grid are sorted by error date, descending.			
	Type	Data Grid		
Errors - Details	Hyperlink to Error Log details. See the System Monitoring - Error Log Details Pop-up Window section for more information.			
	Type	Link		

Control	Description			
Errors - Group ID	The group that the system grouped the errors related to one instance of the error occurrence into.			
	Type	Text Box		
	Required	NA		
	Length	7		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.FFIDGrouping		
Errors - User ID	The user ID for the session which generated the error.			
	Type	Text box		
	Required	NA		
	Length	60		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.InsertStfpID		
Errors - Clinic Name	The Clinic Name for the session which generated the error.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.Name		
Errors - Error Date	The date when the error occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.ErrorDt		

Control	Description			
Errors - Computer Name	The computer in use when the error occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.Computer		
Errors - DB Source	The data base the user was connected to when the error occurred.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.DBSource		
Errors - Error Type	The type of error that was produced.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.ErrorLogType		

Business Rules

1. The End Date cannot precede the Start date. Display Error.
2. The search results are displayed in Error Date descending sequence.
3. The errors grid is blank when the screen is first displayed.
4. The Clinic ID will be populated with the first Clinic in the drop down list, and the start date will default to current date when the screen is first displayed.

Developer Notes

1. Both the User ID and Clinic ID are identified in ErrorLog.ELog_SessionId.
2. The search results grid does not allow for user-specified column sorting.
3. The Clinic and User ID of an individual error will be retrieved from the Active Sessions

Developer Notes

Table or Inactive Sessions Table using the Session ID on the Error Log Table.

9.3 System Monitoring - Error Log Details Pop-up Window

The Error Log Details Pop-Up Window allows the user to view the error log details. The Error Logs Detail screen is accessed from the hyperlink on the Errors Grid displayed on the Errors Log Screen.

Group ID: 2829299		User ID: cweavill	
Clinic Name: River Plaza		Error Occurred On: 11/21/2006 5:00:14	
DB Source: PSERVER93\IAND_SYSTEMTEST		Log Type: CustomClientDataPortal	
Computer Name: HARR9484			

System:	WIC	Error Code:	-2146232832	Public Error Code:	9200
Public Error Description	An unexpected system error has occurred. The error has been logged and reported.				
Log Description	SaveDataSetDiffGram. DS=BenefitFamilyFI Msg: Error in the application.				
Stack Trace	at WIC.BusinessObjects.ClientDataPortal.DataPortalUtility.HandleErrors(Byte[] errorsBytes) at WIC.BusinessObjects.ClientDataPortal.CandDataPortal.SaveDataSetDiffGram(String dsName, DataSet ds)				
<div>Close</div>					

Control	Description			
Group ID	The group that the system grouped the errors related to one instance of the error occurrence into.			
	Type	Text Box		
	Required	NA		
	Length	7		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.FFIDGrouping		
Clinic Name	The Clinic for the session which generated the error.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Clinic.Name		
DB Source	The data base the user was connected to when the error occurred.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.DBSource		
Computer Name	The name of the computer in use when the error occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.Computer		

Control	Description			
User ID	The User ID for the session which generated the error.			
	Type	Text box		
	Required	NA		
	Length	60		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.InsertStfpID		
Error Occurred On	The date and time when the error occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy hh:mm:ss		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.ErrorDt		
Log Type	The type of error that was produced.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.ErrorLogType		
System	The system in which the error occurred (WIC).			
	Type	Text box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.System		

Control	Description			
Error Code	The number of the error that was produced.			
	Type	Text box		
	Required	NA		
	Length	100		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.SystemErrorCd		
Public Error Code	The error number that was displayed to the user when error occurred.			
	Type	Text box		
	Required	NA		
	Length	50		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.PublicErrorCd		
Public Error Description	The error description that was displayed to the user when error occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.PublicErrorDc		
Log Description	The description of the error that occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.Description		

Control	Description			
Stack Trace	The Stack Trace for the error that occurred.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	Calculated	No
	DB Column	ErrorLog.StackTrace		
Close	Clicking the Close command button returns the user to the Error Log Screen.			
	Type	Command Button		
	Hot Key	Alt + C		

Business Rules

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Developer Notes

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10 Security

Security within the MPSC system is role-based. This means that within the system, roles that allow a specific set of system permissions are created. These groupings of permissions are based upon standard job responsibilities. Subsequent to creating standard system roles, resources are assigned to these roles. Further, roles assigned can be for all local agencies and/or clinics to which a user has access, or defined at the local agency and clinic level.

10.1 Roles — Unit Permission/Role Relationship

The following provides definitions for security concepts discussed in this section:

Role - A role is a collection of permissions that allows access to system functions. A role can have permissions to access different business objects from the same functional area (e.g., Blood, Anthro and Certification).

Role Examples - CPA, Vendor Coordinator, Vendor Administrator, Support Staff

Functional Area Unit - A functional area unit is defined as either a business object or a sequence of tasks that the user requests the system to perform.

Business Object Examples – Anthro, Blood work, Time Study

Business Task Examples – Reinstate, Income determination

Today – ‘Today’ determines if the permission allows the business object data to be edited on the day it was created. It is only available for business objects in Clinic Services.

Levels of Data – This identifies the lowest level of access that is available for that functional area unit.

State Level – The functional area unit is only accessible at the State Level.

Local Agency Level – The functional area unit is accessible at the State Level or Local Agency Level.

Clinic Level – The functional area unit is accessible at the State Level, Local Agency Level or Clinic Level.

The following chart shows examples of data availability at the three data levels:

Functional Area	Functional Area Unit	Level
Clinic Services	Blood	Clinic
Clinic Services	Anthro	Clinic
Clinic Services	CS Simple Search	Clinic
Scheduler	Clinic Operating Schedule	Clinic
Scheduler	Appointment	Clinic
Vendor Management	Vendor Search	LA
Vendor Management	New Vendor	LA
Vendor Management	Vendor Risk	LA
Vendor Management	Investigation	LA
System Admin	Codes	State
System Admin	Parameters	State
System Admin	Clinic	State
System Admin	Agency	State
Finance	WIC Grant	State
Finance	Fiscal Year	State

Functional Area Unit Permissions - Functional Area Unit Permissions define the accessibility on a particular unit assigned to the role.

User Change Level - Determines if the user can change (add, edit, delete) data, as well as view data. If change permission is granted, it also determines at what level the data can be changed.

If change permission is allowed, the four levels at which the data can be changed are:

Current Clinic - allows the user to change the data belonging to the clinic in which the user is currently active.

Assigned Clinics - Current LA - allows the user to change the data belonging to any clinic in which the user has been assigned in the Local Agency in which the user is currently active.

All Clinics - Current LA - allows the user to change the data belonging to any clinic in the Local Agency in which the user is currently active.

Assigned LAs - allows the user to change the data belonging to all the clinics within the Local Agencies to which they have been assigned. If the user is assigned to all Local Agencies in the state, this will be considered state-wide change access.

User Today Level - Determines if the user can edit or delete a business object created on the same day. This permission is only applicable to Clinic Services.

User View Level - Determines if the user can view data for which he or she does not have Change Level access.

User Execute Level - Determines if the user can run or perform a sequence of tasks.

The Unit Permission/Role Relationship screen is used to define and manage roles as well as the relationships between the roles and business objects/business tasks (collectively known as Functional Area Units). Functional area units along with their corresponding permissions are assigned to roles. A business object permission/role relationship defines the permissions (change or view) granted to a specific role and whether the business object is a task. This screen is used to assign specific business object/task permissions to user roles.

The assignment of users to roles is described in the 'Users' section of this document. Users log in to only one local agency and clinic at any given time. The clinic logged in to is considered the user's "active" clinic and will continue to be the "active" clinic until the user changes his or her clinic (by either logging out and logging back in to a different clinic or by using the "Change Clinic" function that is available from the File Menu throughout the functional areas of the system). The login process determines the security based on the permission levels set on the business objects and tasks.

Some standard roles will be created and provided during the installation. New roles can be added by authorized users where special circumstances warrant different access rights than those included with the standard roles. Functional area units are created at design time, and cannot be edited by the user.

The screen below shows the Role "CPA" and all the business objects associated with the Role "CPA." The Functional Area is "Clinic Services."

> System-Wide Administration > Security > Unit Permission/Role Relationship

Role CS - CPA < 1 of 99 > New Edit

Copy

Role CS - CPA

Deactivate ☐

Functional Area Clinic Services

Select

Clear

Functional Area Units								
	Name	Type	Today	Level	User Change Level	User Today Level	User View Level	User Exec Level
>	Business Object A	Data	Yes	Clinic	Assigned LAs	Today	Statewide	None
	Business Object B	Data	No	Clinic	Assigned Clinics – Current LA	None	Assigned LAs	None
	Business Object C	Data	Yes	Clinic	Current Clinic	Anytime	All Clinics – Current LA	None
	Business Object D	Data	No	Clinic	None	None	None	None
	Business Object E	Data	No	LA	Assigned LAs	None	Statewide	None
	Business Object F	Data	Yes	LA	Assigned Clinics – Current LA	None	Assigned LAs	None
	Business Object G	Data	Yes	LA	None	None	None	None
	Business Object H	Data	Yes	State	Assigned LAs	Anytime	Statewide	None
	Business Object I	Data	No	State	None	None	None	None
	Business Task 1	Task	No	Clinic	None	None	None	Execute
	Business Task 2	Task	No	LA	None	None	None	None

Control	Description			
New	Clicking the New command button opens up a blank Role record. When selected, the Role and Functional Area are blank and the Copy, Select, and Clear command buttons are disabled. The Functional Area Units grid is empty.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button enables the editable fields.			
	Type	Command Button		
	Hot Key	Alt + T		
Deactivate	This is a check box used to indicate that the role is no longer active. A role cannot be deactivated if a user is currently assigned to the role. All users must be unassigned from the role before it can be deactivated.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	Role.Status		
Role	This is the record selector for all security Roles (e.g. CPA, Vendor Coordinator, Vendor Administrator, Support Staff). Users inherit security permissions from the security role they are assigned.			
	Type	Record Selector		
	Contents	All Role Records		
	DB Column	Role.Name		
Role	The security Role Name (e.g. CPA, Vendor Coordinator, Vendor Administrator, Support Staff).			
	Type	Text box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Role.Name		
Copy	Clicking the Copy command button causes a new role record to be displayed. The role field is blank, and the Functional Area contains the previous role's value. The data in the grid is populated from the previous role and is available for update.			
	Type	Command Button		
	Hot Key	Alt + Y		

Control	Description	
Select	Clicking the Select command button causes the Functional Area to become disabled. The Clear command button is enabled and the Functional Area Units grid is populated with all the units from the Functional Area selected. The Select command button is disabled if the displayed role is currently assigned to a user or if the Functional Area has not been selected.	
	Type	Command Button
	Hot Key	None
Clear	Clicking the Clear command button causes the Functional Area and Functional Area Units grid to be cleared of data and enabled. The Clear button is then disabled as well as the Copy command button. The Clear command button is disabled if the displayed role is currently assigned to a user.	
	Type	Command Button
	Hot Key	Alt + L
Functional Area	The area of the system the role relates to (Clinic Services, Vendor Management for examples).	
	Type	List Box
	Required	Yes
	DB Column	Unit.BusinessServiceCd
	Code ID	Business Service This code element is non-editable. The installed values are: System-Wide Clinic Services Scheduler Vendor Management Operations Finance Food Management System Administration

Control	Description
Functional Area Units	The data grid displays all units that are associated with the Functional Area selected. Each role can have multiple units assigned to it. Units are the technical components of the application, which are defined at development and cannot be edited. The permissions within each unit can be edited by the user after installation of the system. At least one unit must be assigned to a role.
	Type Data Grid
	Display Only No Calculated No
Name	The name of the unit within the selected role to which the Security Role's permissions on this screen are applied.
	Type Record Selector
	Contents Names of Units
	DB Column Unit.Name
Type	Indicates whether the unit pertains to data (i.e. screen of data) or pertains to a task (i.e. command button). Values are Data and Task.
	Type Text Box
	Required NA
	Length NA
	Validation NA
	Display Only Yes Calculated No
	DB Column Unit.TaskIn
Today	States whether the functional area unit business object allows for the permission "User Today Level" to be assigned. Values are Yes and No.
	Type Text Box
	Required NA
	Length NA
	Validation NA
	Display Only Yes Calculated No
	DB Column Unit.TodayIn

Control	Description			
Level	Determines at which level the business object/task can be assigned (Clinic, LA or State).			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Unit.StateIn, Unit.LAIn, Unit.ClinicIn		
User Change Level	Determines the change level of the business object/task. Values are Assigned LAs, Assigned Clinics-Current LA, All Clinics-Current LA, Current Clinic, and None.			
	Type	Listbox		
	Display Only	See Business Rules	Calculated	No
	DB Column	See Developer Notes		
User Today Level	Determines if the permission allows data to be edited on the day it was created. It is only available for units in Clinic Services. It is required when "Today" has a value of "Yes" and disabled when "Today" has a value of "No." Values are Today, Anytime and None.			
	Type	Listbox		
	Display Only	Yes, when Today = No	Calculated	No
	DB Column	See Developer Notes.		
User View Level	Determines whether the permission includes the right to view data. Values are Statewide, Assigned LAs, All Clinics – Current LA, and None.			
	Type	Listbox		
	Display Only	See Business Rules	Calculated	No
	DB Column	See Developer Notes.		

Control	Description			
User Exec Level	Determines whether the permission includes the right to execute a task. It is only available if Type = Task. Values are Execute and None.			
	Type	Listbox		
	Display Only	Yes, if Type = Data	Calculated	No
	DB Column	See Developer Notes.		

Business Rules
<ol style="list-style-type: none"> 1. The Functional Area, Clear Button, Select Button and Deactivate Checkbox are disabled if the role is currently assigned to a user. 2. The Select command button is disabled until the Functional Area is selected. 3. When Type has a value of Data <ul style="list-style-type: none"> User Change Level and User View Level are required for that row. Display error. User Exec Level is disabled with a value of None for that row. 4. When Type has a value of Task <ul style="list-style-type: none"> User Exec Level is required for that row. Display error. User Change Level is disabled with a value of None for that row. User View Level is disabled with a value of None for that row. User Today Level is disabled with a value of None for that row. 5. When "Today" <ul style="list-style-type: none"> equals Yes, User Today Level is required. Display error. equals No, User Today Level is disabled with a value of None for that row. 6. When Level has a value of Clinic <ul style="list-style-type: none"> pre-set values for the User View Level are Statewide, Assigned LAs, All Clinics – Current LA and None. pre-set values for the User Change Level are Assigned LAs, All Clinics – Current LA, Current Clinic and None. 7. When Level has a value of LA <ul style="list-style-type: none"> pre-set values for the User View Level are Statewide, Assigned LAs and None. pre-set values for the User Change Level are Assigned LAs, All Clinics – Current LA and None. 8. When the Level is set to State <ul style="list-style-type: none"> pre-set values for the User View Level are Statewide and None. pre-set values for the User Change Level are Assigned LAs and None. 9. Units are defined at development and cannot be changed. 10. When the Clear command button is selected and changes have been made but not saved, a confirmation message is displayed. 11. When the Clear command button is selected, the Functional Area is enabled and cleared

Business Rules

- of any data. The Copy and Clear command buttons are disabled and the grid is cleared of data.
12. At least one unit must be assigned to a role. Display error.
 13. When the Select command button is selected, the Data Type objects have the User View Level set to None and the Task Type objects have the User Exec Level set to None.
 14. Display an error message stating that a User View Level of All Clinics – Current LA is incompatible with a User Change Level of Assigned LAs.

Developer Notes

1. The sort order of the business objects is determined by a field in the Unit table that is set by the developer.
2. User Change Level is for all modification capabilities (New, Edit or Delete) that an object may have.
3. Business Objects that have access of None are not explicitly saved. Therefore, when a saved role is displayed, the system will pick up all business objects in the functional area. Any new ones will be picked up and the following fields will default to None: User Today Level, User View Level, User Exec Level.
4. Name, Type, Today and Level values are set by the developer according to the business object's use in the system.
 - Name - The business objects/tasks that are populated in the grid are those where Unit.BusinessServiceCd = the selected Functional Area.
 - Type - If Unit.TaskIn = 0, Type is set to Data, else it is set to Task.
 - Today - If Unit.TodayIn = 0, Today is set to No, else it is set to Yes.
 - Level -
 - If Unit._StateIn = true, Level = Statewide
 - If Unit._LAIN = True, Level = Local Agency
 - If Unit._ClinicIN = True, Level = Clinic

10.2 Security - Roles - Assigned Staff Persons

The Assigned Staff Persons screen is read-only. It displays all staff persons that have been assigned to the selected role. Staff persons are assigned to specific roles on the User Clinic Permissions Screen.

> *System-Wide Administration > Security > Assigned Staff Persons*

Assigned Staff Persons			
	Name	User ID	Job Title
>	Thomas Williams	tw990	Support Staff
	John Smitherson	js191	Vendor Coordinator
	Sally Wilkens	sw009	Manager

Control	Description			
Assigned Staff Persons	The Staff Persons data grid displays the name of each staff member that is currently assigned to the selected user role.			
	Type	Read-Only Data Grid		
	Display Only	Yes	Calculated	No
Name	The name of the WIC user/staff person.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.FirstName, StaffPerson.LastName, StaffPerson.MiddleInitial		
User ID	The User ID of the selected user/WIC staff person.			
	Type	Text Box		
	Required	NA		
	Length	60		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.UserID		
Job Title	The job title of the user/staff person (e.g. nurse, dietician, receptionist, etc.).			
	Type	List Box		
	Required	NA		
	DB Column	StaffPerson.JobTitleCd		
	Code ID	Job Title		

Business Rules

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Developer Notes

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11 UI Output Management

The UI Output Management area allows a user to modify the UI Outputs confined to some specific capabilities. Templates are used throughout the system. In some cases, Clinic Service UI Outputs use images in their header or footer. These screens allow changes to occur but are not completely restrictive and as such assumes technical competency of the user.

11.1 UI Output Templates

The UI Output Templates screen allows the user to modify the UI Output Templates that are used throughout the system. These UI Output Template Names are based on the system DFDDs and are named by the development team. A standard naming convention will be used where the UI Output Template name will be the UI name from the DFDD. If the UI Output is from the Scheduler or Clinic Services functional areas, the word English or Spanish will be appended to the name (again as directed in the DFDD). If a UI has both an English and Spanish version, two templates will be needed to capture the text portion. The data variables will be the same and will print in English only (no translation).

The user must understand the technical nature of the format of the template and limit their updates to only the text portion of the template.

> *System-Wide Administration* > *UI Output Management* > *UI Output Templates*

UI Output Template Abnormal Blood Work Notice - English

☒ Display in English Notices Listing ☒ Display in Spanish Notices Listing

Main Body

Regarding
<Participant Name> (DOB <mm/dd/yyyy>)

<Participant Name> has recently had blood work taken at the WIC Clinic. The results are as follows:

Hbg: <9.99 g/Dl>	Blood Work Date <mm/dd/yyyy>
Hct <9.99%>	Blood Work Date <mm/dd/yyyy>

These results are confidential and should be treated as such.
Thank you for your participation in the WIC program.

Note: It is very important to maintain the same context of the Main Body so that the UI Output makes sense. Only change the text not the data fields.

Control	Description			
UI Output Template	This is the record selector for the UI Output template records. It contains the template name. The drop-down and spin control allow selection of category records.			
	Type	Record Selector (Non-Date)		
	Contents	UI Output Template Names		
	DB Column	UIOutputTemplate.Name		
Display in English Notices Listing	Indicates whether to include this UI in the File Menu Notice Listings for English speaking families. This File Menu is used in the Scheduler and Clinic Services functional areas.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	UIOutputTemplate.OutputLanguageCd		
Display in Spanish Notices Listing	Indicates whether to include this UI in the File Menu Notice Listings for Spanish speaking families. This File Menu is used in the Scheduler and Clinic Services functional areas.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	UIOutputTemplate.OutputLanguageCd		
Main Body	This is the main body of the UI Output template. It contains the text and technical markup language used by the code in the system to print the various UI Outputs. The user must be sure that they have the technical understanding to change text in the template without causing the creation of the UI Output to fail. The user should test all changes immediately.			
	Type	Multi Line Text Box		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	UIOutputTemplate.Body		

Business Rules

1. Do not include the Daily Calendar in the UI Output Template record selector. Note: The printed calendar is part of the purchased calendar product and therefore not available for any state customization.

Developer Notes

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11.2 UI Output Clinic Service Images

Clinic Services has UI Outputs where images are desired to be inserted in the header or footer. This screen allows the user to manage these images. Whether a clinic service UI Output uses the image is detailed in the respective UI Output's business rules. These images are created outside of the system and loaded into the system using this screen. It is suggested that black and white images be created since UI outputs will be typically be printed in black and white. There is only one of these images in the system at any one time.

The header image is meant to assist the recipient of the UI Output to recognize quickly that the letter is from the WIC organization. The Breastfeeding Message image is meant to promote breastfeeding awareness.

> *System-Wide Administration* > *UI Output Management* > *UI Output Clinic Services Images*

Clinic Services Header Image

Choose Image

Clear Image

Current



New



File Location: C:\Documents and Settings\My Documents\My Pictures\WICGrow.jpg 

Clinic Services Breastfeeding Message

Choose Image

Clear Image

Current



New




File Location: C:\Documents and Settings\My Documents\My Pictures\Loving Support.jpg 

Note: Image should be less than .5 and 1 inch wide as to not distort the printed UI Output.

Control	Description			
Clinic Services Header Image – Choose Image	Clicking the Choose Image button allows the user to choose a new Clinic Services Header image.			
	Type	Command Button		
	Hot Key	None		
Clinic Services Header Image – Clear Image	Clicking the Clear Image button allows the user to clear the image displayed in the new Clinic Services Header image section of the screen.			
	Type	Command Button		
	Hot Key	None		
Clinic Services Header Image – Current	This is the current Clinic Services Header image that is available in the system.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	UIOutputImage.UIOutputImage		
Clinic Services Header Image – New	This is the new Clinic Services Header image that is will replace the current image if the user saves these changes. The new image is inserted using the Choose Image command button.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	UIOutputImage.UIOutputImage		
Clinic Services Header Image – File Location	This is the location of the new Clinic Services Header image file where the system looks when the Choose Image command button is pressed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Not stored		

Control	Description			
Clinic Services Header Image – 📁	Clicking the File Dialog button allows the user to choose a file from their windows directory for the Clinic Services Header image.			
	Type	File Dialog Button		
Clinic Services Breastfeeding Message – Choose Image	Clicking the Choose Image button allows the user to choose a new Clinic Services Breastfeeding Message image.			
	Type	Command Button		
	Hot Key	None		
Clinic Services Breastfeeding Message – Clear Image	Clicking the Clear Image button allows the user to clear the Clinic Services Breastfeeding Message image displayed in the new image section of the screen.			
	Type	Command Button		
	Hot Key	None		
Clinic Services Breastfeeding Message – Current	This is the current Clinic Services Breastfeeding Message image that is available in the system.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	UIOutputImage.UIOutputImage		
Clinic Services Breastfeeding Message – New	This is the new Clinic Services Breastfeeding Message image that is will replace the current image if the user saves these changes. The new image is inserted using the Choose Image command button.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	UIOutputImage.UIOutputImage		

Control	Description			
Clinic Services Breastfeeding Message – File Location	This is the location of the new Clinic Services Breastfeeding Message image file where the system looks when the Choose Image command button is pressed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Not stored		
Clinic Services Breastfeeding Message – 	Clicking the File Dialog button allows the user to choose a file from their windows directory for the Clinic Services Breastfeeding Message image.			
	Type	File Dialog Button		

Business Rules

1. Disable the respective Choose Image button until a file has been selected.
2. Disable the respective Clear Image button until an image is displayed in the New field.
3. Display an error if the file extension of the file in either File Location is not .jpg.

Developer Notes

1. The note in the Header Image group box will be modified according to actual values.
2. Display images as close as possible to the actual size based on a 1024 by 768 screen resolution.
3. The Client Services Header image will appear in the header of the selected UI outputs. The placement is defined as header – left, header – middle, or header – right.
4. The Client Services Breastfeeding image will appear in the footer of the selected UI outputs. The placement is defined as footer – left, footer – middle, or footer – right.
5. Both of these images are stored in the table called UIOutputImage. Use the ImageTypeCd to select either CLNS for Clinic Services or BRST for Breastfeeding.

12 Users

12.1 Search

The Search screen provides functionality to search for users based on criteria entered. A wildcard character (%) may be used to search when specific spellings are not known for the User ID, First Name and/or Last Name. Clicking the Search button on the search screen executes a search using the criteria provided. If more than one search criterion is entered, the criteria are joined by "and(s)" in the search statement.

> System-Wide Administration > Users > Search

User ID	<input type="text"/>	First Name	<input type="text"/>
Local Agency ID	<input type="text"/>	Last Name	<input type="text"/>
<input type="button" value="Search"/>			

Search Results				
User ID	Name	User Locked	LA ID	Status
abecker	Angela Becker	False	43	A
abirkner	Angela Birkner	False	46	A
abrooks	Alicia Brooks	False	34	A
acooper	Amy Cooper	False	41	A
ADunham	Anne Dunham	False	31, 33, 34, 35, 3...	A
aeastman	Angie Eastman	False	38	A
aenright	Angie Enright	False	53	A
ahoughta	Anna Houghtaling	False	46	A
ajbecker	Amy Becker	False	34	A
akirk	Ann Kirk	False	35	A

Control	Description			
User ID	The User ID of the selected WIC staff person.			
	Type	Text Box		
	Required	No		
	Length	60		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.UserID		
Local Agency ID	The Local Agency ID.			
	Type	Text Box		
	Required	No		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
First Name	The User/Staff Person’s first name.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.FirstName		
Last Name	The User/Staff Person’s last name.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.LastName		
Search	Clicking the Search command button executes a search using the criteria provided. If more than one search criterion is entered, the criteria are joined by “and(s)” in the search statement.			
	Type	Command Button		
	Hot Key	Alt + S		

Control	Description			
Search Results	The Search Results grid displays users matching the search criteria. Since one user may belong to more than one clinic, multiple rows may be returned for a single user.			
Search Results - User ID	Hyperlink to the User Properties screen. See the User Properties screen section for more details.			
	Type	Link		
Search Results - Name	The first, middle initial, last name and suffix of the user/staff person.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.FirstName, StaffPerson.MiddleInitial, StaffPerson.LastName, StaffPerson.LastNameSuffix		
Search Results - User Locked	The status of the user/staff person			
	Type	Text box		
	Required	NA		
	Length	1		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.PWLockedIn		
Search Results – LA ID	The Local Agency ID the user/staff person is a member of. If the user/staff person belongs to more than one Local Agency, the Local Agencies are all listed, separated by commas (31,33,34).			
	Type	Text box		
	Required	NA		
	Length	2		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		

Control	Description		
Search Results - Status	The status of the user/staff person.		
	Type	Text box	
	Required	NA	
	Length	NA	
	Validation	NA	
	Display Only	Yes	Calculated No
	DB Column	StaffPerson.Status	

Business Rules

1. The use of a wild card character (%) as part of the User ID, First Name and/or Last Name search criterion allows for broad searching. Ex: V% entered for User ID would result in all User IDs that started with V. Ve% entered for User ID and D% entered for Last Name would result in all User IDs that started with Ve whose Last Name also started with D.

Developer Notes

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12.2 New User

Clicking the New User leaf node in the System Administration navigation tree displays the User Properties screen described in the next section. The User Properties screen displays in edit mode with all fields blank when a new user is being added.

12.3 User Details

The User Details treeview node is disabled until a user is selected from the search screen or the New User treeview node has been clicked.

12.3.1 User Properties

The User Properties screen allows the management of user properties. A "user" is someone who has a logon and access to the system. User IDs and clinic assignment(s) are set on this screen. Users log into only one local agency and clinic that they belong to at any given

time. The login process determines the security based on the permission levels set on the units. This screen is also used to reset passwords for users that are disconnected and have been locked out of the system. An email can be sent from this screen to the displayed user notifying him or her that they have a WIC account.

> *System-Wide Administration > Users > New User* **OR**

> *System-Wide Administration > Users > Search (click on User ID link in Search Results)*

First Name: Donna
Middle Initial:
Last Name: Lapel
Last Name Suffix:
Email Address:
*User ID: dlapel
*Status: Active
Job Title:
Staff Type:
Last Logon Date: 12/12/2007

Password Details (only applicable for disconnected users)
Password Locked ☐ [Reset Password](#)
Current # of Failed Logon Attempts: 0

[Send Email](#)

Clinic Assignment

- ☐ 31 Broadlawns WIC Office, River Plaza
- ☐ 33 Community Opportunities
- ☐ 34 Hawkeye Area Community Action Program (HACAP)
- ☒ 35 Hillcrest Family Services
 - ☒ 2 Maquoketa
 - ☒ 3 Tipton
 - ☒ 4 Dubuque
 - ☒ 5 Dyersville
 - ☒ 7 Anamosa
 - ☒ 8 Manchester
 - ☒ 9 Monticello
 - ☒ 10 DeWitt
 - ☒ 11 Clinton
 - ☒ 99 Network Downtime Clinic
 - ☒ 1111 my new clinic
- ☐ 36 Scott County WIC
- ☐ 37 MATURA Action Corporation
- ☐ 38 Mid-Iowa Community Action
- ☐ 39 Mid-Sioux Opportunity
- ☐ 41 North Iowa Community Action
- ☐ 42 Northeast Iowa Community Action
- ☐ 43 Operation Threshold
- ☐ 45 Community Action of Southeast Iowa
- ☐ 46 American Home Finding

Control	Description			
First Name	The first name of the user/staff person.			
	Type	Text box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.FirstName		
Middle Initial	The middle initial of the user/staff person.			
	Type	Text box		
	Required	No		
	Length	1		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.MiddleInitial		
Last Name	The last name of the user/staff person.			
	Type	Text box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.LastName		
Last Name Suffix	The last name suffix of the user/staff person (e.g. Jr, Sr, II, III).			
	Type	Text box		
	Required	No		
	Length	4		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.LastNameSuffix		

Control	Description			
Email Address	The email address of the user. The address must contain [@] and [.]			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of xxx@xxx.xxx		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.EmailAddress		
User ID	The User ID of the WIC user/staff person.			
	Type	Text box		
	Required	Yes		
	Length	60		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.UserId		
Status	The record status of the user/staff person (active, inactive).			
	Type	List Box		
	Required	Yes		
	DB Column	StaffPerson.Status		
	Code ID	Staff Status This code element is non-editable. Installed values are active, inactive.		
Job Title	The job title of the user/staff person (e.g. nurse, dietician, receptionist, etc.). This is not related to security roles.			
	Type	List Box		
	Required	No		
	DB Column	StaffPerson.JobTitleCd		
	Code ID	Job Title		
Staff Type	This identifies the user's staff type. The primary purpose of this identification is for competency tracking. This is not related to security roles.			
	Type	List Box		
	Required	No		
	DB Column	StaffPerson.StaffTypeCd		
	Code ID	Staff Type Cd		

Control	Description			
Last Logon Date	The last date the selected user logged on (including current session). The date is system generated.			
	Type	Text box		
	Required	No		
	Length	8		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.LastLogonDt		
Password Details	The Password Details group box is only enabled for disconnected users. The password generated by the Reset Password command button is only a temporary password that can be used while in the disconnected session. Once synchronization occurs, the password will no longer be valid for accessing the WIC system.			
Password Details - Password Locked	A checkbox used to indicate the password is locked. A locked password blocks the user from logging on. A system parameter determines the number of unsuccessful logon attempts allowed before a password is locked.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	StaffPerson.PWLockedIn		
Password Details - Reset Password	The Reset Password button unlocks the password, resets the Current # of Logon Attempts to zero and auto-generates a new password which is displayed in a pop-up window. The system administrator is responsible for communicating the new password to the user. See the Reset Password Pop-Up Window section of this document for details.			
	Type	Command Button		
	Hot Key	Alt + W		
Password Details - Current # of Failed Logon Attempts	The total number of unsuccessful attempts the selected user attempted to logon. A system parameter determines how many unsuccessful logon attempts are necessary to lock the password. When the Password Locked checkbox is unchecked, the Current # of Logon Attempts is reset to zero.			
	Type	Text box		
	Required	No		
	Length	1		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.LogonAttemptsNr		

Control	Description			
Clinic Assignment	A tree view diagram of all agencies and clinics. The local agencies and clinics the selected user has access rights to are checked in the tree view.			
	Type	Data Grid (tree view) with checkboxes		
	Display Only	No	Calculated	No
	DB Column	Clinic.FFLocalAgencyID, LocalAgency.Name, Clinic.FFClinicID, Clinic.Name		
Send Email	Clicking the Send Email command button causes an email to be sent to the displayed user indicating his or her userid and password. It is disabled in disconnected mode.			
	Type	Command Button		
	Hot Key	Alt + M		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the user record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.ModifyStfpID + StaffPerson.ModifyDt		

Business Rules

1. The user status will default to active.
2. When an agency is selected, all associated clinics are automatically selected.
3. The Local Agency (in the Clinic Assignment box) cannot be checked if all the clinics within the Local Agency are not checked. Therefore, if a clinic within a Local Agency is unchecked, the system will automatically uncheck the Local Agency if it is checked.
4. Display message indicating all clinic permissions will be removed when user is being deactivated.
5. Display error if User ID is not unique.
6. If a user is deactivated as a clinic user, also deactivate the user as a Breastfeeding Peer Counselor if user is indicated as such. If the user is a BF PC, the user's BF PC record with the most recent effective date will have its Deactivated Date set to Current Date and its Status set to Inactive.
7. Display error if user is marked as inactive and the user is assigned as the Local Vendor Contact (Vendor.Stfp_ID) for a Vendor.

Business Rules

8. The Send Email command button is not enabled unless there is a valid email address for the User ID.
9. The Send Email command button is not enabled in disconnected mode.
10. When the Send Email command button is selected and changes have been made on the screen, but have not been saved, a message box will be displayed asking the user if the changes should be saved. If the response is yes, the changes are saved and the email is sent; otherwise, the changes are not saved and the email is sent.
11. The process for resetting a password for a disconnected user is as follows:
 User will call the State Help Desk to have the central server password reset including the issuance of a new central server password. The password will be his or her new password when logging on to the central server in a connected mode.
 The disconnected local site system admin will reset the user password within the disconnected server. This process will provide the user with a new temporary password that will be valid until synchronization occurs. At that point, the password issued by the State Help Desk will be valid.

Developer Notes

1. If Status is changed to Inactive, all Clinic Staff and Clinic Staff Role records for the User are removed.
2. The text of the email is as follows: A WIC account has been set up for you. Your userid is <userid>.
3. The code to be used for the email validation is:

```
Dim ex As New Regex("^(\\w-\\.)+@((\\[[0-9]{1,3}\\.[0-9]{1,3}\\.[0-9]{1,3}\\.|)(((\\w-)+\\.)+))([a-zA-Z]{2,4}|[0-9]{1,3})(\\[?\\]$)")
If Not ex.IsMatch(EmailAddress.Value) Then
    'It is invalid
End If
```

12.3.1.1 Reset Password Pop-Up Window

The Reset Password pop-up window displays the new system generated password.



Control	Description			
The new password is _____	The new system generated password.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Encrypted		
	Display Only	Yes	Calculated	Yes
	DB Column	StaffPerson.EncrAppPassword		
Close	Clicking the Close command button closes the Reset Password pop-up window and returns the user to the User Properties.			
	Type	Command button		
	Hot Key	Alt + C		

Business Rules

1. The password will be encrypted before being saved.

Developer Notes

1. The system generates the password based on the following rules:
 - The password should be between <a> and characters
 - There should be at least <c> Upper case character(s)
 - There should be at least <d> lower case character(s)
 - There should be at least <e> special character(s)
 - There should be at least <f> numeric characters
 - The values for a, b, c, d, e and f are system parameters.

System Parameter	Purpose	Format
System.PasswordMinimumNumberOfCharacters	The minimum number of characters required in a password.	Integer
System.PasswordMinimumNumberOfUpperCharacters	The minimum number of uppercase characters required in a password.	Integer
System.LoginAttemptsNumberOfUnsuccessfulBeforeLockingLaptop	The default number of failed logon attempts from a disconnected computer before the user's password is locked.	Integer
System.PasswordMaximumNumberOfCharacters	The maximum number of characters allowed in a password.	Integer
System.PasswordMinimumNumberOfNumericCharacters	The minimum number of numeric characters required in a password.	Integer

System Parameter	Purpose	Format
System.PasswordMinimumNumberOfLowerCharacters	The minimum number of lower case characters required in a password.	Integer
System.PasswordMinimumNumberOfSpecialCharacters	The minimum number of special characters required in a password.	Integer
System.SMTPServerName	The name of the SMTP Server Name that is used when creating the email address.	Character

12.3.1.2 Email Confirmation

The Email will be sent to the email address of the User ID on the current screen.

From: <User ID of user sending email>; <Email address of user sending email >

Subject Line: WIC Account Information

<First Name> <Last Name>, <Last Name Suffix>:

A WIC account has been set up for you. Your User ID is <userid>.

Business Rules
1.
Developer Notes
1.

12.3.2 User Clinic Permissions

The User Clinic Permissions Screen assigns the Roles for each clinic to which the Staff Person is assigned. If the Staff Person is assigned the same role(s) at all of the clinics he or she is assigned, the roles can be assigned at one time for all of the clinics.

More than one role can be assigned to a staff person at a clinic as long as conflicting permissions would not occur. Roles that are conflicting can be assigned if they are assigned to different clinics.

> *System-Wide Administration > Users > User Details > User Clinic Permissions*

User ID: dlapel

Assign the roles below to all assigned clinics ☐

Local Agency

Clinic

Assigned Roles

<input checked="" type="checkbox"/>	CS - CPA
<input type="checkbox"/>	CS - Nurse
<input type="checkbox"/>	CS - Supervisor
<input type="checkbox"/>	VM - Vendor Coordinator

Control	Description			
User ID	This is the User ID of the staff person to which the clinic permissions are assigned.			
	Type	Text Box		
	Required	NA		
	Length	60		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	StaffPerson.UserID		
Assign the roles below to all assigned Local Agencies and Clinics.	A check box used to indicate that the staff person's roles are the same for all assigned Local Agencies and Clinics.			
	Type	Checkbox		
	Display Only	Yes, if Local Agency Selected	Calculated	No
	DB Column	Not Stored		
Local Agency	The ID and Name of the Local Agency.			
	Type	List Box		
	Required	Yes, if Assign the roles below to all assigned clinics checkbox is not selected.		
	DB Column	LocalAgency.FFLocalAgencyID, LocalAgency.Name		
	Code ID	LocalAgency table lookup		
Clinic	The ID and Name of the Clinic within the LA selected.			
	Type	List Box		
	Required	Yes, if Assign the roles below to all assigned clinics checkbox is not selected.		
	DB Column	Clinic.FFClinicID, Clinic.Name		
	Code ID	Clinic table lookup		
Assigned Roles	The Assigned Roles checklist displays the roles the displayed user is assigned to.			
	Type	Checklist		

Control	Description			
<Unnamed checkbox>	A check box used to indicate if the role is currently assigned to the displayed user.			
	Type	Checkbox		
	Display Only	No	Calculated	No
	DB Column	ClinicStaffRole.Status		
Role Name	The names of all active Roles available to be assigned (e.g. Clinic Services - CPA, Vendor Management - Vendor Coordinator, Vendor Management - Vendor Administrator).			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Role.Name		
Print User Permissions	Clicking the Print User Permissions button creates the User Permissions report for the displayed user.			
	Type	Command Button		
	Hot Key	Alt + P		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the Clinic Staff Role record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	ClinicStaffRole.ModifyStfpID + ClinicStaffRole.ModifyDt		

Business Rules
<ol style="list-style-type: none"> Staff persons can be assigned to more than one role at each clinic. A Staff Person must be assigned to at least one role at all assigned clinics. Display Error. If the "Assign the roles below to all assigned clinics" is selected, Local Agency and Clinic are disabled. If the "Assign the roles below to all assigned clinics" is selected, all the clinics that the user is assigned to would have the same roles. Individual Clinic roles can be updated by not selecting the "Assign the roles below to all

Business Rules

assigned clinics" checkbox and selecting an individual clinic and updating the roles for the selected clinic.

6. Each role has different unit permissions assigned to it. A staff person cannot be assigned to more than one role at the same clinic if a permission conflict would occur. Display error if conflict would occur. Error must include the detail that allows the end user to determine the specific conflicting permissions.

Example:

Role 1 contains permissions to Units 1, 2, and 4.

Role 2 contains permissions to Units 1, 5, and 6.

Role 3 contains permissions to Units 3, 7, and 8.

The user can be assigned to the following role(s) because there would not be any permission conflicts:

A - Role 1 or

B - Role 2 or

C - Role 3 or

D - Roles 1 and 3 or

E - Roles 2 and 3

Developer Notes

- 1.

12.3.2.1 Print User Permissions Output

The User Permissions Listing is sent to the user's default printer when the user clicks on the Print User Permissions command button on the User Properties screen.

12.3.2.1.1 Language: English

The User Permissions Listing is printed in English only.

12.3.2.1.2 User Permissions Listing Mockup

WIC Program

User Permissions for **Smith, Jill E.**
March 3, 2007

Clinic: **01-002 Broadlawns**

User Role: CPA
 Functional Area: Clinic Services

Function Area Units:

Units	Change Level	Today Level	View Level	Execute Level
Business Object A	Assigned LAs	Today	Statewide	NA
Business Object A	Assigned LAs	Anytime	Statewide	NA
Business Task 1	NA	NA	NA	Execute

User Role: Support Staff
 Functional Area: Vendor Management

Permissions:

Units	Change Level	Today Level	View Level	Execute Level
Business Object G	Assigned LAs	NA	Statewide	NA
Business Object W	Assigned LAs	NA	Statewide	NA

Clinic: 12 -012 Main Street Clinic

User Role: CPA - Limited
 Functional Area: Clinic Services

Function Area Units:

Units	Change Level	Today Level	View Level	Execute Level
Business Object A	Current Clinic	Today	All Clinics - Current LA	NA

Business Rules

1. The date listed in the header is the run date of the report.

Developer Notes

- 1.